

2 September 1975

OFFICE OF FINANCE NOTICE NO. 3 - 76

SUBJECT : Responsibilities of Employees Under [REDACTED]

25X1A

1. A portion of the text of the above cited regulation is quoted below as a frame of reference for the instructions which follow:

AGENCY EMPLOYEES. Each employee of the Agency is held individually responsible for:

Reporting any instance in which he or she has reason to believe that:

- (a) Agency funds are being obligated or expended contrary to the policies set forth in Agency regulations, or
- (b) Existing regulations or fiscal procedures relating to expenditure of funds unreasonably endanger the security or impair the effectiveness of operations.

Such reports may be submitted through normal supervisory channels to the responsible Deputy Director or Head of Independent Office or directly to the Inspector General.

2. All employees assigned within the Office of Finance are requested to report directly to me, or in my absence to the Deputy Director of Finance, or directly to the Inspector General:

(a) any instance which in the opinion of the employee is questionable in the context of the above or

(b) any practice or activity which in the opinion of the employee is questionable either as to its substance or as being in possible conflict with the Agency's legal authorities as understood by the employee. This judgment is to be applied to requests for services or support received by this office as well as to matters of substance in the execution of any of the functional responsibilities of the Director of Finance as set forth in [REDACTED]

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[REDACTED]

Thomas B. Yale
Director of Finance

25X1A

Distribution:
Internal Office of Finance 1-6

25X1

25 November 1975

OFN No. 4-76

SUBJECT: Revisions to the Automated PRA System

1. A number of problems have surfaced with regard to the Automated PRA System which became effective 1 July 1975. One of the more significant problems is the time lag in recording FY 76 encumbrances through the OL/Inventory Control System (ICS). As an interim procedure to overcome this problem, we will establish in the automated system, effective 1 December 1975, an Office of Finance commitment file for recording FY 76 requisitions. There will be no change in processing prior year activity. This interim system should be replaced during the fall of 1976 by an OL requested enhancement to the ICS system. This proposed enhancement will negate the need of the abstract and will accomplish the same results as this interim commitment file system.

2. Data for input into this new commitment file will be recorded from a "Property Commitment Abstract" (Attachment A). This new method of obtaining encumbrance and commitment data for the Encumbrance Status Report (ESR) will operate in the following manner. Commitment data at the Document Control Number (DCN) level (total estimated value of each Form 88) will be recorded into a "Commitment File". At the end of each month the computerized system will match and merge, using the DCN as control, the open commitment file with ICS. When a DCN appears in both the ICS and the commitment file, the DCN data is dropped from the commitment file. The ICS data, at the DCN line item level is retained and merged with the open commitments. The combined data (ICS and open commitments) is then used to produce the Encumbrance Status Report, with commitments and encumbrances separately identified. In succeeding months new commitments will be added to those commitments still remaining in the commitment file to be compared with the ensuing months activity processed through ICS.

3. Beginning 1 December 1975 each office will prepare and forward to OF/Accounts and Analysis Division, 513 Key Building, on a daily basis, the original of a Property Commitment Abstract (PCA) (Attachment A). Each requisition will be listed on the PCA as follows:

PCA Column

- | | |
|---------|---|
| 13 - 16 | Four digit abstract sequential number to be assigned by each office. |
| 17 - 27 | Description - Office may use 11 spaces as desired to describe requisition - i.e. number of line items, types of materials, action being taken, etc. |
| 28 - 39 | DCN - enter the 12 digit Document Control Number which is same as Requisition Number on Form 88 - i.e. 501275259013. |
| 55 - 62 | FAN Account Number. Enter an 8 digit FAN - i.e. 61672001.
<u>Only one FAN per requisition is permitted. Do not use dashes.</u> |

SUBJECT: Revisions to the Automated PRA System

67 - 70 Subobject class. Use one (1) SOC that is representative of the major portion of the total requisition.

71 - 80 Amount - Increase or Decrease. Enter total estimated value (including pennies) of the requisition or amount of change desired in previously recorded commitments.

4. To assure that the December 1975 ESR and Trend Reports reflect every requisition processed by the B&F offices for FY 1976 prior to 30 November 1975 each office must examine the monthly ESR as of 30 November to determine the: (1) requisitions which have not been recorded; (2) missing line items from an otherwise recorded requisition (note SPB or 6M, no-cost items will not be recorded as encumbrances); (3) errors in cost data; and (4) cost data charged to incorrect DCN or FAN.

5. Listed below are the procedures to be followed to record new activity or to adjust previously recorded activity:

a. Beginning 1 December 1975 all new requisitions will be abstracted as specified in para 3 above.

b. All requisitions approved prior to 1 December 1975 and not reflected on the 30 November ESR must be abstracted.



c. Incorrect encumbrance amounts or missing line items require adjustment within ICS. Contact OL Data Base Manager, extension 3784, to have adjustments initiated and processed by ICS. If ICS cannot record the encumbrance adjustment prior to the end of the month, and the amount is significant, process an abstract to create a new commitment.

d. Adjustments for encumbrances charged to an incorrect DCN or FAN also require coordination with the ICS Data Base Manager. If a requisition has been properly prepared, an adjustment will be made within ICS. If the requisition data is incorrect, an amended requisition will be required. Offices may submit abstracts to adjust errors only if the ICS adjustment will occur in a subsequent month.

e. Current month commitments and commitments appearing on the ESR may be adjusted by submitting abstract increases or decreases. Subsequent ICS encumbrance activity will zero out these commitments. Commitments established for requisitions subsequently transferred in their entirety to the Small Purchases Branch (SPB) or issued at no-cost (6M transaction) will require an abstract to remove the commitments.

f. Issues in the correct amount may be adjusted from FAN to FAN or DCN to DCN by adjustment voucher (Form 128).

6. For further information, please contact



for Thomas B. Yale
Director of Finance

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[illegible]

EXT.

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SECRET

ENCUMBRANCE STATUS REPORT
AS OF 31 DEC 1975

DATE	DESCRIPTION	VOU #	LCN #	FAN #	DCN #	LC SOC	ISSUES	ENCUMBRANCE	UNLIQ ENCUMBRANCES
31125	EST 3 LI	000000							
					61361184	069175336100	3107	862.00	
					61361184	069175336100	3107	862.00CR	
								.00 *	.00 *
09125	280500W111111				61361184	06917533610001	3107		
31125	280500W111111	622439	610516		61361184	06917533610001	F 3107	800.00	78 3/
	ENC ADJ							769.50	
								769.50 *	.00 *
09125	280500W111111				61361184	06917533610002	3107	30.50CR	
31125	280500W111111	622439	610516		61461184	06917533610002	F 3107	769.50 *	.00 *
	ENC ADJ							25.00	
								25.00 *	78
09125	280500W111111				61361184	06917533610003	3107	20.00CR	
31125	280500W111111	622439	610516		61361184	06917533610003	F 3107	25.00 *	.00 *
	ENC ADJ							25.00	
								25.00	78
								25.00 *	.00 *
								819.50 **	.00 **
31125	EST 2 LI	000000						8.00	
					61361184	069175338002	2604	25.00 *	.00 *
								819.50 **	.00 **
								.00 *	
								.00 **	
31125	EST 4 LI	000000						500.00	
					61361184	069175338004	2607	500.00 *	500.00 *
					61361184	069175338004	2607	500.00 **	500.00 **
								200.00	
								200.00CR	
								.00 *	.00 *
09125	280500W111111				61361184	06917533800401	2607		
31125	280500W111111	622439	610609		61361184	06917533800401	F 2607	50.00	78
	ENC ADJ							45.00	
								45.00 *	.00 *
09125	6750002929666				61361184	06917533800403	2607	5.00CR	
31125	6750002929666	622439			61361184	06917533800403	F 2607	45.00 *	.00 *
								56.96	
								56.96 *	68
								56.96 *	.00 *
09125	6750002601252				61361184	06917533800404	2607		
31125	6750002601252	622439			61361184	06917533800404	P 2607	100.00	68
								41.25	58.75 *
								41.25 *	58.75 **
								143.21 **	
								201.96 **	

1/ ESTCOM = ESTABLISH COMMITMENT.
REVCOM = REVERSE COMMITMENT BASED ON ICS INTERFACE ESTABLISHING ENCUMBRANCE.

2/ LC - LIQUIDATION CODE P - PARTIAL, F - FINAL

3/ LOGISTIC TRANSACTION CODE AS DEFINED IN [] PARA (SEE ATTACHMENT C)

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ATTACHMENT C

S E C R E T

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The following is an explanation of the transaction codes most likely to be indicated on run-off copies of requisitions returned to B&F offices. For further information see Supply Division Instruction para 27.

- 25X1
- 6A Issues. Property charged to PRA. Expendable or nonexpendable property issued and expended on a Certificate of Expenditure.
 - 6B Issues. Property charged to PRA.
 - 6C Reissue. Property reissued to other than Type I installations with no charge to PRA.
 - 6D Issues. Printed forms at no cost.
 - 6G Issues. Property donated to other countries.
 - 6I Issues. Property sold or property returned for credit.
or
Property issued to proprietary projects on a nonreimbursable basis.
 - 6M Issues. Excess property issued to other than Type I installations with no charge to PRA.
 - 7A Issues. Direct issue of property charge to PRA. Expendable or nonexpendable property issued and expended on a Certificate of Expenditure.
 - 7B Issues. Direct issue of property charged to PRA.
 - 7R Issues. Property issued as property sold to other Government agencies including proprietary projects on a reimbursable basis or property issued to proprietary projects on a nonreimbursable basis.
 - 7U Issues. Property issued as property sold to other countries or to contractors (reimbursable accommodation procurement).
 - 9A Cost Adjustment.
 - 9B Price Adjustment. Expendable and nonexpendable property earmarked for shipment. This code will be applicable to minor difference (items not in excess of 10 percent of fixed unit price of \$25, whichever is less).

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